

**Step by step details of the process within the department once the application is submitted
till approval is granted for**

- (1) Consent to Establish under the Water (Prevention and Control of Pollution) Act, 1974 and
(2) Consent to Establish under the Air (Prevention and Control of Pollution) Act, 1981**
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For Applicant

- 1] Go to Home Page (www.wbpcb.gov.in) and choose “online application & Public Grievance”, then Consent to Establish.
- 2] Select 1st Option (NOC Application Form Entry)
- 3] Application Form Entry
 - a) Fill -up Application Form
 - b) Give Password and continue
 - c) Application No. will be generated
 - d) Application No. & Password to be remembered for future reference
- 4] 2nd Option to be selected for “View & Modify Filled up NOC Application Form”
- 5] 3rd Option to be selected for “View Feedback and Print the Filled-up NOC Application Form”

Before lodge and accept the application

- 1] WBPCB officials give feedback after scrutinising the on line application and accordingly applicant may modify the same.
- 2] On being satisfied by the filled-up application, WBPCB official generates Challan online for processing fees.
- 3] Challan payment can be done by the applicant through e-payment gateway / bank-counter.
- 4] The WBPCB Official initiates processing of the said application after obtaining confirmation of payment electronically from the e-payment gateway or from the Bank.
- 5] List of relevant documents (to be uploaded by the Applicant) required for processing is available in the link - http://www.wbpcb.gov.in/writereaddata/files/diagram_CoE_2.pdf

Processing

- 1] e-acceptance of the application and fee.
- 2] The e-application is associated with the corresponding e-file of the unit
- 3] Application processing by assigned officer in e-file
- 4] Decision on acceptance / rejection taken and recorded in e-file
- 5] Certificate, for successful application, prepared, signed, scanned and uploaded electronically
- 6] Applicant can view and download the certificate online